



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

April 22, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ALTERNATE PUBLIC DEFENDER/CHIEF INFORMATION OFFICE:
AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS (ITF) TO
SUPPORT AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM PROJECT
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Information Technology Fund (ITF) Executive Committee has voted to recommend utilizing \$431,618 from the ITF to support the acquisition of computer hardware, software and professional services to support the implementation of the Alternate Public Defender's (APD) Electronic Document Management System (EDMS) Project. This represents 50 percent of the total project cost. The other 50 percent of the costs are being paid by the Productivity Investment Fund (PIF). Board approval of the ITF funding is required in order for the project to proceed.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the use of \$431,618 from the ITF to support the acquisition of hardware, software, and professional services to implement the APD EDMS Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In their February 21, 2008 meeting, the ITF Executive Committee voted to recommend utilizing \$431,618 funding from the ITF for computer hardware, software, and professional services to support the implementation of APD's EDMS.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

APD does not have the ability to digitally archive its case files and paper documents. Instead, the Department stores approximately one year's worth of files on site at its various locations around the County. California State Bar requires that all client files be maintained for the life of the client. This places a tremendous burden on the APD to store and retrieve files over very long periods of time. Retrieving closed case files is a mission critical function, since many Department clients are repeat offenders charged with serious crimes enhanced by prior convictions documented in these closed case files. The documentation contained within closed files is critical to case preparation and meeting APD's legal requirement of competent representation.

This request will address APD's closed case file storage and retrieval problem by implementing the EDMS software to meet its archiving needs for all future case file storage and retrieval, and selected back file conversion of paper records.

The APD will leverage the outsource imaging contract, already in place with Global 360, existing software, work processes, and infrastructure, developed for the Public Defender and District Attorney EDMS projects. APD will add additional functionality to these solutions which can easily be shared with these justice system partners.

Implementation of Strategic Plan Goals

This project supports the County's Strategic Plan Goal #3: Organizational Effectiveness, by ensuring that service delivery systems are efficient, effective, and goal-oriented, and Goal #4: Fiscal Responsibility.

FISCAL IMPACT/FINANCING

Following approval by your Board, \$431,618 will be awarded from the ITF to support the recommended project. APD's EDMS Project is also supported by a matching County Productivity Investment Fund (PIF) Grant in amount of \$431,000.

The ongoing maintenance and support costs for the EDMS will be met using existing departmental operating budget and staffing allocated to IT maintenance which in part will be from the inherent cost avoidance savings factor of the project. Currently, APD pays Iron Mountain approximately \$65,000 for the file storage and retrieval services, which increases by approximately 10% each year. Initially, once the project is implemented, that cost will be capped and will not increase as there will not be any new files to be sent to Iron Mountain. Moreover, over time, that cost will gradually drop since any file retrieved from Iron Mountain will be scanned into the new system and will be destroyed, thereby eliminating the need to return the files to Iron Mountain.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to this recommended action.

IMPACT OF CURRENT SERVICES

The County of Los Angeles will realize the following benefits from the implementation of an APD EDMS:

- **Enhanced legal compliance** – Scanning of closed case files will permit archiving all future felony, misdemeanor, and juvenile case files; it will prevent the accidental loss of files and permit full compliance with all legal requirements, avoiding potential liability.
- **Improved decision support** – Electronic retrieval will be much cheaper, faster, and more reliable; faster retrieval of case files will result in quick resolution of cases, better decision making, and a more efficient justice process.
- **Enhanced information sharing** – EDMS is the critical foundation for future expansion and implementation of automated Case Management solutions that will allow the Alternate Public Defender to collaborate with other justice departments in the sharing of mission critical information, including the Sheriff, Probation, District Attorney, and other law enforcement agencies.

CONCLUSION

Your Board's approval of the recommended action will authorize the use of ITF funds to implement the Alternate Public Defender's Electronic Document Management System Project. All ITF grant recipients are required to provide bi-monthly status reports to the Chief Information Office (CIO). All projects are established in the Information Technology Project Tracking and Status System (ITTS) and monitored by the CIO.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

Honorable Board of Supervisors
April 22, 2008
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WTF:ES
GS:JY:cg

c: Acting Chief Information Officer
 Alternate Public Defender
 ITF Project

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